The individuals listed below are authorized to view the designated invoices within AT&T Billing ConsolidatorSM. It is the administrator’s responsibility to determine who is authorized to have access to AT&T Billing Consolidator invoices and maintain their customer’s user hierarchy.

Note: This form should only be used when the online request form (<https://singlebill.att.com/NewUser.aspx>) is unavailable.

Authorizing agency administrator

**Instructions**

* Complete the authorizing agency administrator section with details of the existing administrator.
* Complete the New user profile table for all users needing access to AT&T Billing Consolidator.
* Email completed form to: [CalnetBCHelpdesk@att.com](mailto:CalnetBCHelpdesk@att.com) or fax to: 866.486.0688.

|  |  |
| --- | --- |
| Customer (agency) name |  |
| Primary contact name |  |
| Contact title |  |
| Contact number |  |
| Contact email |  |
| Signature |  |

New user profile table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Customer name | User ID  (5-10 characters) | Level of access:  Agency Admin (AA)  Agency User (AU)  Bill Payer User (BP) | Phone number | Email address | End  date, if applicable |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

When requesting Bill Payer User access, please list the appropriate Billing Account Numbers (BANs) below. If more space is needed, please attach a list:

|  |
| --- |
|  |